

Memorandum

To: ALL STATE AGENCIES, BOARDS,
COMMISSIONS AND DEPARTMENTS

Date: May 1, 2008

From: State Controller's Office
Michael Carter
Chief Operating Officer

Subject: 2007-08 FISCAL YEAR-END PROCEDURES

Annually, the State Controller's Office (SCO) notifies all State agencies of pertinent dates for the year-end process in order to facilitate the closing of the fiscal year. This memo establishes the fiscal year-end deadlines for 2007-08.

In accordance with Government Code (GC) sections 12460 and 12461, the Controller shall submit an annual report to the Governor showing the financial condition of all funds and the results of their operations for the preceding fiscal year. To accomplish this goal, it is necessary to establish deadlines to facilitate the year-end closing of the 2007-08 fiscal year as provided in State Administrative Manual (SAM) section 7950.

ALL REQUIRED DOCUMENTS THAT ARE TO BE PROCESSED BY JUNE 30, 2008, MUST BE RECEIVED BY THE SCO NO LATER THAN JUNE 13, 2008.

Pursuant to GC section 16304.1, all appropriations with liquidation of encumbrance date of June 30, 2008, will be reverted as of that date. To facilitate the closing of these accounts, please adhere to the following procedures:

Clearing Accounts

Clearing accounts for all reverting appropriations (2005-06) must have a zero balance prior to June 30, 2008. Please process your Plan of Financial Adjustment requests by **June 13, 2008**, to allocate all charges in the clearing accounts. All payments for the month of June 2008 must be charged directly to the program or category level of the appropriation. Abatements must be credited directly to the appropriation program or category and *NOT* to the clearing accounts.

Reverting Appropriations

Please submit all claims against reverting appropriations as soon as possible. Although claims will be accepted until June 30, 2008, claims received after **June 13, 2008**, may be processed for payment in July 2008. "RUSH" claims should be submitted on a limited basis, only when requiring immediate payment.

Federal Trust Fund – Cash in Reverting Appropriations

Cash remaining in a reverting Federal Trust Fund appropriation must be returned to the original grant account. Your letter transferring the federal cash must be received by the SCO no later than **June 13, 2008**.

June Expenditures

In accordance with SAM section 7900, agencies are required to reconcile their accounts with the accounts maintained by the SCO.

In order to prevent a delay in releasing payment for your agency's June expenditures, please refer to the April 2008 Agency Reconciliation Report to review your appropriation balances and determine whether sufficient authority will be available to cover June payroll and other expenditures that must be paid before June 30, 2008. If it appears the balance in your support appropriation will not be sufficient, it is your responsibility to take the necessary action to ensure expenditures can be processed. The SCO must be notified by **June 13, 2008**, as to what action has been taken and what documents will be required to process these expenditures.

For additional information, please call Gina Kwong-McGee of the Division of Accounting and Reporting, at (916) 324-8365.

MC:NV